

Agenda

Parks, Recreation and Cultural Resources Commission

Monday, December 8, 2003
Milpitas Community Center, Auditorium
457 E. Calaveras Blvd.
7:00 PM

I. Call to Order

II. Flag Salute

III. Roll Call

IV. Seating of Alternates

V. Approval of Agenda: December 8, 2003

VI. Approval of Minutes: November 3, 2003

VII. Citizens Forum

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

VIII. Announcements and Correspondence

Milpitas Youth Soccer Presentation – Mike Baker (10 minutes)

IX. New Business

1. Family Child Care Assistance Fund Policies and Procedures Update (Toby Librande, Child Care Coordinator)

Background: In 1991, the Milpitas City Council funded a Child Care Study to assess the status of the child care systems in Milpitas and to review best practices and implement action steps. The Council received the full report with staff recommendations in March 1994. One of the recommendations from this report was to initiate a new grant program for family child care providers. Staff created a pilot program that was presented to the Parks, Recreation and Cultural Resources Commission (PRCRC) on November 8, 1995. At this meeting, the PRCRC reviewed and unanimously approved the Child Care Grant Program and Process. The item was then agendized for the January 23, 1996 Milpitas City Council meeting. At this time, Council unanimously approved the proposed Child Care Grant Program, permitting implementation and advertising 30 days from the Council's approval. The first round of funding began the same fiscal year, 1995/1996,

with three grants being issued. Please refer to the Attachment “Comprehensive Family Child Care Assistance Fund Grantee List” for a complete breakdown of funding beginning in 1995/1996 through the present.

The only changes to the program over the past eight years have been monetary in nature. The fiscal year budget increased, from the initial annual funding of \$2500.00 in 1995/1996, \$3500.00 in FY 1999/2000, to the current level of \$4000.00 in 2001/2002. Also, the individual annual grant limit increased effective FY 2002/2003 from \$250.00 to \$500.00 per applicant. No other changes to the Policies and Procedures have been adopted.

Since the inception of the grant program, the recognized importance of the child care field has blossomed. Two trends have helped support the concept that child care is more than just “babysitting”. The first trend is that of current brain research, which continues to demonstrate the importance of quality early learning experiences for young children’s optimal development. The second trend which has emerged over the past decade is the idea that quality child care environments not only support the healthy development of children, but also support the healthy development of local economies. If children are in quality care, parents can contribute to the workforce, which strengthens local businesses. These trends, taken together with feedback received from grantees (regarding both the content of the policies as well as the steps in the process), prompted staff to begin a policies and procedures review of the Family Child Care Assistance Fund. Staff identified four desired outcomes to updating the Family Child Care Assistance Fund Policies and Procedures:

1. To align the funding priorities with current county, state and federal priorities
2. To clarify the language of the document to be more reader-friendly
3. To reorganize the details of the eligibility requirements, funding priorities, fiscal limits and application process, and
4. To address possible provider licensing issues and outline the procedure for funds recovery

Staff utilized the above desired outcomes to guide the Family Child Care Assistance Fund grant program update. Various changes were incorporated into the proposed Policies and Procedures document, which are detailed below. Staff then forwarded the current Policies and Procedures and the proposed changes to the City Attorney for review. In addition to an overall review, staff requested that the City Attorney specifically review the proposed priority funding change and suggest a process by which the City could recover grant funding should a grantee have a problem with licensing or close their business. The City Attorney’s response via email is attached to the Commissions packet for review. In addition, the suggested language covering the licensing issue was incorporated into the Fiscal Limits and Conditions, Items 3 and 4.

The most significant changes to the Policies and Procedures are as follows:

1. The title of the program was changed from the Individual Family Child Care Assistance Fund to the Family Child Care Assistance Fund.
2. The Purpose section was rewritten to clearly state the goal for the grant fund, “ to increase program quality in Milpitas family child care homes”, and define the term “family child care home”.
3. The Eligibility Requirements were streamlined.
4. The 51% resident requirement was removed. Justification for this change centers around the concept that child care supports not only residents, but also local businesses. For continued economic vitality, local businesses benefit by having accessible child care for their employees.
5. Applicants must now submit a copy of their current family child care license issued by the Department of Social Services, Community Care Licensing.
6. The term that grantees have to return documentation of grant expenditures was changed from 30 days to 1 year. The condition was added that grantees that have not submitted all necessary paperwork are not eligible for subsequent grant allocations until City staff has received the missing items.
7. Funding priority details were added. Priority funding now will go to support providers who care for children with special needs or developmental delays. Specific examples of appropriate second priority funding requests were also outlined.
8. The fiscal limit section was expanded to include funding conditions. Specifically, language was added per the City Attorney outlining the conditions by which a grantee must return funding to the City.
9. The Parks, Recreation and Cultural Resources Commission may now recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit. The PRCRC may not recommend funding which exceeds this annual limit.
10. The current Acceptable Funding Criteria section was rewritten and incorporated into the new Funding Priority section.
11. The Application Process section was flushed out to detail more precisely the responsibilities and process of the applicant and the City staff.
12. Under the Application Process section, Item 9, grantees may now be invited to sign a Press Release Consent Form, in order to have press releases issued to highlight the provider and grant disbursements.

Included in the Commission packets are eight items for review:

1. The current Individual Family Child Care Assistance Fund Policies and Procedures Document
2. The proposed Family Child Care Assistance Fund Policies and Procedures Document
3. The Comprehensive Family Child Care Assistance Fund Grantee List
4. The e-mail response from the City Attorney, Mr. Peter Spoerl

Staff Recommendation: Discuss and approve the proposed changes to the Family Child Care Assistance Fund Policies and Procedures.

X. Staff Reports

1. Parks Monthly Response Log

XI. Liaison Reports

1. City Council – Council Member Polanski (50th Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

XII. Future Agenda Items

January – Election of Officers; Park Priorities

XIV. Adjournment